

MEETING NOTES

Date of Meeting: June 2, 2004

Project: NEEDS ASSESSMENT COMMITTEE

Location of Meeting: Shelby County Building, Conference Room

PARTICIPANTS:

cc: Commissioner David Lillard	Mr. Aubrey Howard
Mr. John Fowlkes	Mr. Cato Johnson
Mr. Scott Fleming	Mr. Jay Weatherington
Mr. Nick Clark	Mr. David Pickler
Mrs. Nisha Powers	

ITEMS DISCUSSED:

1. The meeting was called to order by the Chairman of the committee, Mr. Scott Fleming who distributed the agenda for the meeting.
2. Each attendee was given an opportunity to introduce themselves and share their thoughts regarding their role on the committee.
3. Mr. John Fowlkes relayed the Mayor's apologies for not being able to attend.
4. The Chairman requested that Commissioner Lillard provide the Committee with a brief explanation of the purpose of the Committee and items outlined in the "Resolution Establishing a Needs Assessment Committee with Respect to Education" that was sent to all the committee member prior to the meeting.
5. Commissioner Lillard pointed out the two most critical components outlined in the Resolution that the Committee is charged with providing.
 - a. Develop guidelines for evaluating construction of new schools
 - b. Review requests for funding prior to any action being taken by the County Commission
6. Commissioner Lillard discussed the current use of Average Daily Attendance as criteria in determining allocation of funds for school construction.

7. There was some discussion regarding the limits of responsibility that the Committee is charged with. Also, Mr. David Pickler indicated that there was some concern on the part of both the City and County School Boards that this committee will infringe on the legal capacity and decision making of the boards. Commissioner Lillard clarified that the Committee is in a strictly “advisory” role to the County Commission and that the ultimate decisions will be made by the Commission. Mr. John Fowlkes added that Mr. Pickle’s presence on the Committee is indication that the intent is to work together and develop a fair and equitable process.
8. The Chairman asked for input from the Committee regarding data or information that will be beneficial in accomplishing our goals. He also indicated that his firm performed a study for the City Schools that evaluated the quality of their systems, their delivery method and the size of the school. Mr. Nick Clark requested that a copy of that study be provided to the Committee as a resource.
9. Mrs. Nisha Powers referenced a memo sent by Chairman Marilyn Loeffel on March 9, 2004 to Mrs. Louise Mercurio requesting that a copy of the Shelby County School Board Redistricting Plan be sent to the Committee, and asked that Mr. John Fowlkes follow-up on that effort.
10. Mr. Kato Johnson suggested that there might be value in looking at the process used by the healthcare industry in determining need and financial feasibility of new construction.
11. The Chairman suggested a presentation be made by a County and City representative regarding the methodology that is currently used would be beneficial to the Committee. It was agreed by the Committee that it would be a great resource and will be scheduled by Mr. David Pickler for 8:00 a.m. on Thursday, July 1. Each representative will have 45 minutes to make their presentation, and a Committee meeting will be held following the presentations to discuss the information that is provided. The Chairman also suggested that we plan to meet on the first Thursday of every month for the next six months.
12. Mr. Nick Clark asked about the City School Board’s position and involvement with the Committee. Mr. John Fowlkes indicated that we will have the involvement of the City School Board on the Committee. Mr. David Pickler explained that the original proposal for the Arlington School was made by the Mayor in 2003. This proposal was agreed upon by both School Boards, but the funding package that was proposed was not approved and neither School Board formally moved forward with any other actions. Mr. Pickler indicated that he thought the City Board was in support of the Committee and its efforts.

13. The Chairman asked about the structure of the Committee and suggested that a Vice Chairman and Secretary should be elected. Mr. Cato Johnson was elected as the Vice Chair and Mr. Nick Clark was elected to serve as the Secretary. Mr. Fowlkes was asked if he could provide the Committee with a County staff member that could assist by attending the meetings and drafting meeting minutes that would then be reviewed and revised by the Secretary. Mr. Fowlkes said he will look into that. Commissioner Lillard suggested that we might be able to use a Commission staff member, and said he will look into that.
14. The Chairman asked that Mr. John Fowlkes draft bylaws for the Committee and send it to each of the Committee members.
15. The Chairman thanked everyone for attending and reminded the Committee of the next meeting date of July 1, 2004.

These notes represent my understanding of items discussed and conclusions reached. Participants are requested to review these items and advise of necessary corrections or revisions.

Signed: _____ **Date:** June 2, 2004
Nisha Powers